

Third Party Inspection Policy

Third party inspections are an accepted industry practice in cases where a private sector inspector performs an ordinary inspection that is required by the Virginia Uniform Statewide Building Code.

Section 113 of the Uniform Statewide Building Code states, in part:

113.7 Approved inspection agencies. *The building official may accept reports of inspections and tests from individuals or inspection agencies approved in accordance with the building official's written policy required by Section 113.7.1. The individual or inspection agency shall meet the qualifications and reliability requirements established by the written policy. Under circumstances where the building official is unable to make the inspection or test required by Section 113.3 or 113.4 within two working days of a request or an agreed upon date or if authorized for other circumstances in the building official's written policy, the building official shall accept reports for review.*

Note: Photographs, videotapes or other sources of pertinent data or information may be considered as constituting such reports and tests.

The following conditions apply to Third Party Inspections and Inspectors:

1. Third party Inspectors are permitted to conduct an ordinary inspection under certain circumstances that include the following.
 - a. A City of Norfolk inspector is not available to conduct the required inspection within 48 hours of the request.
 - b. For unusual or special projects where timeliness of inspection is critical to the construction process such as weather conditions or unusual construction.
 - c. For other unusual conditions or circumstances approved by the Building Commissioner.
2. Third Party Inspections are considered to be the exception and not routine practice. They must be pre-approved prior to the issuance of a building permit except for unusual circumstances such as weather or unusual construction. Third Party Inspectors must be approved prior to the issuance of a building permit. Approval of Third Party Inspectors will be based on their qualifications as outlined in item 3b.
3. Third Party Inspectors:
 - a. May not have a direct relationship with the project
 - b. Inspection personnel must be approved in advance and be experienced in the aspect of construction or trade to be inspected and meet one or more of the following criteria:
 - i. Certified by the Virginia Department of Housing and Community Development
 - ii. Certified by the International Code Council or possess other approved National Certification
 - iii. Virginia Professional registration (RDP)
 - iv. Possess related trade experience, education and any other factors that would demonstrate competency and reliability to conduct inspections approved by the Building Commissioner
4. Approval of Inspections:
 - a. Third Party Inspectors will be required to submit a report of approval of inspections to the Division of Building Safety within 5 working days, in the form of a completed Third Party Inspection Statement Form that quantifies and details the type of inspection performed and any limits of construction work inspected.
 - b. Certification of the inspection by the Third Party Inspector will be in accordance with the approved plans and the current applicable edition of the Virginia Uniform Statewide Building Code.